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**Cc:** mwhittaker@toxservices.com[mwhittaker@toxservices.com]; Ashley Black[ashley@toxicology.org]  
**From:** Jennifer Tanir  
**Sent:** Fri 10/6/2017 1:36:37 PM  
**Subject:** Re: Important details about Oct 13 NCAC/CSW symposium

I knew I would forget something! I meant to also ask you to send a **short bio** with your slides, so we can properly introduce you. Meg and I know who you are, but a few sentences will help us get the details right, and can avoid Meg telling some embarrassing story about you :)

Thanks!

Jen

On Fri, Oct 6, 2017 at 8:18 AM, Jennifer Tanir <jentanir@gmail.com> wrote:

Dear presenters,

Our symposium is just a week away! Thank you so much for agreeing to participate. I have a few deadlines and details to let you know about:

**Presentations:** please provide your presentation to me by **Wednesday, October 11**. The reason is that we are running a webinar of the symposium from SOT headquarters during the live event at ACS headquarters, so we need to copies in both places and make sure they're working. If you have trouble meeting this deadline, please let me know.

**Permission:** please **fill in and return** the attached SOT permission form regarding release of your materials. The webinar will be recorded and posted on the SOT website, along with the slides, pending your permission. If you have questions, please contact Ashley Black at SOT (cc'ed).

**Agenda:** the final symposium agenda is located

here: [https://www.toxicology.org/groups/rc/ncac/docs/NCAC\\_CSW\\_Fall\\_2017\\_Symposium\\_Final\\_Agenda.p](https://www.toxicology.org/groups/rc/ncac/docs/NCAC_CSW_Fall_2017_Symposium_Final_Agenda.p)

**Registration:** you've all been registered for the meeting and received a confirmation email yesterday. Lunch and breaks are included (but no breakfast).

**Numbers/Set-up:** as of yesterday, we have 50+ people registered to attend in person and 40+ registered for the online webinar. The limit in the room will be about 75 people (set 6-8 people around tables). The room is a long rectangle, with stage, podium, microphone, and large screen for your presentation, and additional TV screens towards the back of the room for viewing of the slides. In a side room, we'll have 24 posters by students & postdocs during the poster competition. We'll take questions from the "chat window" of the webinar too, during the Q&A periods.

Please let me or Meg know if you have any questions as you prepare for the symposium!

Best,  
Jen

Jennifer Y. Tanir, PhD  
CSW Secretary  
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